



**Trey W. Burton**  
Chief United States  
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**Kansas City Division**

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Wichita, KS 67202

# Career Opportunity

## UNITED STATES PROBATION OFFICE

### District of Kansas

**Position:** Administrative Assistant to a Probation Officer (AAPO)

**Number of Positions:** One

**Classification Level:** CL 24

**Salary Range:** \$36,192 – \$58,871  
\* Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines.

**Promotion Potential:** Promotion potential to a Senior AAPO/CL 25 possible without further competition (\$39,979-\$65,016)

**Location:** Kansas City, Kansas

**Opening Date:** April 3, 2017

**Closing Date:** Open until filled; preference given to applications received by April 21, 2017

**Vacancy Number:** KC17-3

### POSITION OVERVIEW:

An Administrative Assistant to a Probation Officer (AAPO) provides administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling collateral investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer. The District of Kansas is an evidence-based organization, which means that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.

### REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by an Administrative Assistant to a Probation Officer.

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Accurately enter data and information into the office's computerized database system and extract reports from the database. Must be adaptable to ever-changing database updates.

- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files, and investigation and supervision reports, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Support evidence-based principles and practices in the District of Kansas to consistently evaluate and improve organizational performance.
- General office clerical duties and receptionist duties such as greeting guests, processing mail. This person has main receptionist duties; phone duties.
- Maintain a high level of confidentiality with sensitive court documents, client matters, and proceedings.

## **QUALIFICATION REQUIREMENTS:**

### ***Mandatory***

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience. If hired at a grade lower than CL 25, promotion potential exists up to grade CL 25 without further competition. The length and complexity of a candidate's work experience dictates the pay grade for which he or she is eligible, as detailed below:

CL 24 (\$36,192 to \$58,871) – One year of specialized experience equivalent to grade 23 required.

### ***Preferred***

A successful candidate should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

Familiarity with Microsoft Office Suite such as Word and Excel. Familiarity with Lotus Notes is helpful. Ability to speak Spanish is helpful.

## **EMPLOYEE BENEFITS:**

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.

6. Choice of healthcare coverage, including dental & vision coverage.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free parking.
13. Free onsite fitness center.

### **APPLICATION PROCEDURE:**

To apply for this position, applicants must submit the following application materials via email to [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov).

1. cover letter
2. resume
3. completed [\*AO 78 Application for Judicial Branch Federal Employment and District of Kansas Supplemental Form\*](#)\*
4. A PDF of the completed package

**\*THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE UNDER THE "HUMAN RESOURCES" TAB AT: <http://www.ksp.uscourts.gov>**

### **INFORMATION FOR APPLICANTS:**

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the U.S. Probation Office may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\*